12 MARCH 1998

IC 98-1 TO AFI 84-101, *HISTORICAL PRODUCTS, SERVICES, AND REQUIREMENTS*, 21 JULY 1994

★**SUMMARY OF REVISIONS**

This interim change (IC) deletes Chapters 4, 5, and 6 and Attachments 19 and 20 (all of which have been incorporated into the new AFI 84-105, *Organizational Lineage, Honors, and Heraldry*). This IC also reflects renaming of the Air Force History Support Office, deletes a requirement for end of tour reports by commanders, deletes the term monograph as a special publication category, allows more latitude in the use of endnotes, and deletes the requirement for abstracts in periodic histories.

★**1.3. Air Force History Support Office.** This agency (formerly known as the Center for Air Force History) is primarily responsible for researching and writing a wide variety of publications; providing information and analysis to Air Force leaders, staffs, and other requesters; and sponsoring exhibits, symposia, and other activities promoting the knowledge of air power and aerospace history. For more information, see AFMD 50, *Air Force History Support Office*.

★1.4.1. DELETED.

★**1.7.** DELETED (See Chapter I, AFI 84-105.)

★*Section C—Historical Studies*

★**2.4. Historical Studies**. Air Force Historians at all levels research and write a variety of historical products--both classified and unclassified--studying significant issues, policies, operations, programs, developments, doctrine, procedures, or comparable topics.

★2.4.1. These products can vary widely in length and format depending on the topic covered and intended audience. In-depth narrative studies of significant topics should provide thorough source citations for the information presented and present many of the same features and components used in the preparation of periodic histories (see Chapter 3). These include forewords, prefaces, contents, photographs, illustrations, tables, charts, appendices, glossaries, indexes, bibliographies, and supporting documents. Titles and subtitles should be descriptive, and covers should be attractive. In some cases, extensive studies on topics of general interest may, if unclassified and cleared for public release, be published as books. In addition to lengthy and fully documented narrative examinations of a topic (sometimes referred to as "monographs"), historical studies can also take the form of chronologies, study reports, technical reports, statistical analyses, bibliographical essays, and annotated document collections.

★2.4.2. Historians at wings, centers, and other subordinate organizations must coordinate proposed studies and final drafts with MAJCOM/HOs. Historians at MAJCOM headquarters, FOAs, and DRUs will inform HQ USAF/HO of proposed topics of potential Air Force-wide interest and may circulate drafts to HQ USAF/HO for review and comment.

★2.4.3. Distribute final products as widely as possible contingent on the subject and, for classified studies, the "need-to-know" principle. MAJCOM/HOs must approve distribution outside of originating wings and centers. Always send at least two copies to AFHRA/ISA, HQ USAF/HO, and AFHSO/HOR. As appropriate, provide copies to other history offices in the Air Force, unified commands, other services, and the Joint Chiefs of Staff that might be interested in the topic. Provide copies to functional offices at HQ USAF as appropriate to the topic. Send studies and reports to the Air University Library as required by AFI 36-2303, *Documents and Publications for AU Library*, and other reference libraries and document repositories as appropriate. Submit studies on technical subjects to the Defense Technical Information Center (DTIC) in accordance with AFI 61-202, *USAF Technical Publications Program*. Before distribution or release to members of the public, submit final manuscripts to Public Affairs offices in accordance with AFI 35-205, *Air Force Security and Policy Review Program*.

★3.6.11.4. Write clearly and accurately in simple, direct, and grammatically correct language. Write mostly in the past tense using the active voice as much as possible. Avoid military jargon and words not commonly known. Define or explain scientific and technical terms. Limit your use of abbreviations and acronyms in the narrative, explaining them when first used in the text and listing them in the glossary. Do not use only office symbols in the narrative because they tend to change over time.

★3.6.14. DELETED

★3.6.16. **Notes.** Cite sources of information in footnotes or endnotes. See Attachments 8 and 12.

★3.12.3.12. Museum and Historical Property Data: New displays, restoration projects, major changes in collections, significant events, numbers of visitors, etc.

★Chapter 4. DELETED (See Chapter 2, AFI 84-105.)

★Chapter 5. DELETED (See Chapter 3, AFI 84-105.)

★Chapter 6. DELETED (See Chapter 4, AFI 84-105.)

★Attachment 9. DELETED.

★**A12.5.** Footnotes placed at the bottom of the appropriate pages are most user-friendly to researchers, especially on microfilm or scanned images. Use them if possible or unless exempted by MAJCOM/HO.

★**A12.6.** Use endnotes, either placed after each chapter or consolidated in a single section after the appendices, when word-processing software does not readily permit footnotes or if approved by MAJCOM/HO.

★Attachment 19. DELETED (See Attachment 2, AFI 84-105.)

★Attachment 20. DELETED (See Attachment 3, AFI 84-105.)